

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No. S000025	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
Explanation (Show any positions replaced) Standard Position description #S000025				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management										Initials	
b. Department, Agency or Establishment										Date	
c. Second Level Review											
d. First Level Review				Wildlife Biologist/Supervisory Wildlife Biologist		GS		0486		13	
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision					
a. First Subdivision U.S. Fish and Wildlife Service						d. Fourth Subdivision					
b. Second Subdivision Region						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature						Signature					
Date						Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action						U.S. OPM PCS GS-482/486, TS-101, 1/91; U.S. OPM PCS GSSG, TS-123, April 1993.					
Signature						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review						24. Remarks					
Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
Standard Position Description Servicewide (FPL GS-13)											
Approved for use as standardized position description.											
25. Description of Major Duties and Responsibilities (See Attached)											
NSN 7540-00-634-4265 Previous Edition Usable 5008-106 FormFlow/Delrina OF 8 (Rev. 1-85) U.S. Office of Personnel Management FPM Chapter 295											

Standard Position Description #S000025

Wildlife Biologist or Supervisory Wildlife Biologist, GS-486-13

Introduction

This position is located in the Division of Federal Aid. The Federal Aid program is conducted in accordance with Federal legislation including: The Federal Aid in Wildlife Restoration Act; The Sport Fish Restoration Act; The Coastal Wetlands Planning, Protection and Restoration Act; The Partnerships for Wildlife Act; The Endangered Species Act; The Anadromous Fish Conservation Act; The Clean Vessel Act; and The Fish and Wildlife Conservation Act. This body of conservation legislation provides for the administration and distribution of user generated and appropriated funds to state resource agencies in support of fish and wildlife restoration, management or conservation needs. In this regard, the Federal Aid Program works with natural resource organizations in the States (and any eligible Territories) of the Region to develop, approve, and monitor grants for the protection and enhancement of fish and wildlife resources and their habitat. The Division administers hundreds of grants totaling to tens of millions of dollars annually to State (and Territory) resource agencies within the Region.

The incumbent manages and directs the Wildlife Branch of the Division of Federal Aid and serves as the principal coordinator of the regional grants programs concerning wildlife research, studies, surveys, resource management activities, and development projects authorized under grants-in-aid provisions of the various applicable acts. The position is a key element in making the Federal Aid partnership functional and sound. The incumbent must be professional, creative, and responsive to the needs of the Service and the grantees. Collaborative decision making in a manner consistent with the Program's mission and regulations is required on issues which affect the organization and management of the Federal Aid program. The incumbent is a line officer, responsible to the Chief, Division of Federal Aid.

Major Duties

Planning and Administration

- Provides leadership, planning and supervision for the Wildlife Branch, which may include such duties as developing the annual budget and work plan for the branch; facilitating group processes leading toward issue identification, prioritization, and effective treatment; providing direct supervision to staff biologists involved in the administration of Federal Aid grant programs concerning hunter education, wildlife research, survey and inventory, habitat management, access facilities, land and water acquisition, and construction and development projects; distributing and assigning workloads consistent with priorities, team member skills and interests, and effective support of State/Territory agency needs; and developing performance standards, evaluating performance, identifying training needs, interviewing candidates and making selections, resolving complaints, effecting disciplinary actions, etc.
- Maintains current working knowledge of Federal Aid rules, regulations, policies, and fiscal procedures, and planning opportunities and procedures. Reviews State and Federal legislative proposals impacting the program and states' eligibility for participation in the program.
- Ensures grant and accomplishment databases are maintained in the Federal Aid

Information Management System (FAIMS). Recommends changes to FAIMS to refine data and accommodate emerging scientific and administrative needs.

- Serves as the Region's representative on national committees and work groups to address major program issues by clarifying national policies, developing modifications to national policies, or creating new national policies.
- Formulates and recommends decisions on regional fish and wildlife conservation goals and objectives, budget priorities, funding levels, and organization and staffing patterns involving the Federal Aid Program.
- Develops, modifies, and implements procedures and policies for more effectively managing the Wildlife component of the Regional Federal Aid program.

Grant Development, Review, and Evaluation

- Provides advice and guidance to States/Territories in obtaining or regaining grant eligibility. Coordinates and facilitates the development and implementation of State/Territory grants which effectively support State/Territory management needs. Works closely with State/Territory officials and scientists prior to proposal submission to incorporate technical concepts and administrative procedures to facilitate approval.
- Analyzes grant proposals to determine whether they: 1) are eligible for funding under the respective act and applicable regulations; 2) comply with applicable laws and regulations, Federal Aid policy, OMB circulars, Executive Orders, etc.; 3) are biologically sound; 4) are designed economically; and 5) will result in benefits commensurate with costs.
- Stays current on all cross-cutting Federal laws and regulations and coordinates with States/Territories, as well as other Service programs such as Ecological Services, to ensure that grants are in compliance with all applicable items prior to approval.
- Either approves/disapproves or recommends approval/disapproval of grant proposals and prepares related documentation and correspondence for appropriate signature level.
- Monitors and evaluates project activities in the field to determine progress in accomplishment of stated project objectives. Reviews ongoing projects to ensure that their development and/or use is carried out as originally proposed. Speaks and acts independently for the Service in discussions with agency directors, scientists, Federal Aid coordinators, and university researchers during project field reviews.
- Reviews progress and results of projects to confirm that proposals constitute effective and efficient expenditure of funds. Reviews performance and final reports to determine conformance with stated objective and recommends approval or disapproval of final payment of project costs. Negotiates appropriate resolution if project or handling of funds fails to comply with requirements.
- Coordinates with counterparts within the Region, other Regions, and the Washington Office regarding programmatic issues having relevance beyond the normal scope of the Wildlife Branch. Strives to achieve consistent Program administration for all Regional grantees and across Regional boundaries.

- Develops and maintains courteous, cooperative, and effective working relationships with peers and with grantee agency personnel. Exercises sound judgment in recognizing and treating sensitive issues of State/Territory, Regional, and National concern. Keeps Division of Federal Aid Chief, Migratory Birds and State Programs ARD, Regional Director, and other key management officials informed of sensitive and/or potentially controversial program issues and problems.

Technical Advice, Consultation, and Training

- Coordinates program activities and information exchange among the States, between the States/Territories and the Service, and among the other Regions to address common problems and opportunities for joint efforts.
- Speaks authoritatively for the Service when providing consultation, advice, and guidance to the professional staff of State/Territory game and fish or other agencies. Applies, adapts, combines, and tailors new and emerging wildlife management, habitat conservation, and engineering approaches to maximize the quality and effectiveness of studies and development/rehabilitation projects.
- Identifies special training and research needs of the collective States/Territories within the Region and provides the means to address those needs. Develops and participates in symposiums, conferences, and formal training, as well as informal training, to State/Territory organizations, private industry and local government participants, regional scientists and program officials, on matters related to Federal Aid regulations, operating procedures, policies, planning, grant documentation, and biological issues.
- Reviews a wide array of current literature and maintains peer contacts to keep informed of new techniques, procedures, results, and management strategies to gain information for use in program facilitation and coordination.
- Serves as technical advisor to the Division of Federal Aid's Grants Fiscal Officer in identifying the scope of audits and in resolving audit findings.

Factor 1 - Knowledge Required by the Position

Mastery of the theories, principles, and practices of wildlife biology together with an understanding of ecology and management methods applicable to a wide range of activities and projects concerning wildlife management, land use, resource management, and habitat evaluation in order to review proposed grant projects for biological soundness, cost effectiveness, and compatibility with objectives of the Federal Aid programs and other Service programs, as well as to provide advice and guidance to organizations requesting grants, and to evaluate the products of complex State/Territory research and study projects.

Comprehensive knowledge of new and emerging developments in such areas as: wildlife research, survey, conservation and management practices; habitat conservation; hunter education; and endangered wildlife species, in order to judge the need for proposed research, determine the scientific efficacy of potential projects, and recommend improvements in methods and management approaches.

Thorough knowledge of compliance requirements relating to Federal grant programs, including: Executive Orders and regulations relating to floodplains and wetlands protection; the National

Environmental Policy Act; the Endangered Species Act; the Uniform Relocation Assistance and Real Property Acquisitions Policies Act; the National Historic Preservation Act; and various nondiscrimination legislation. Such knowledge is necessary in order to ensure that grants and proposals comply with requirements, and to analyze and provide guidance on grant requests.

Thorough knowledge of Federal Aid grant administration procedures, policies, and regulations, as well as the pertinent grants-in-aid acts and their implementing regulations, which may include the Federal Aid in Wildlife Restoration Act, the Endangered Species Act, the Partnerships for Wildlife Act, the Coastal Wetlands Act, and the Fish and Wildlife Conservation Act.

Skill in evaluating a wide variety of wildlife management proposals and in making decisions and recommendations regarding eligibility, objectives, and approaches needed to enhance economy, usefulness, management, and long-term benefits. Skill in analyzing novel and/or controversial issues and in formulating workable solutions and procedures for resolving them in a manner consistent with the intent of authorizing legislation.

Knowledge and understanding of administrative framework, operations, and plans of Service and State/Territory fish and game agencies in order to participate in program planning, identify potential operational problems with grants, develop budget estimates, develop effective procedures and relationships, resolve fiduciary issues, and coordinate and achieve State/Territory and Service goals and objectives.

Knowledge of State/Territory wildlife management programs and the ability to discern politically sensitive State/Territory and Federal issues so that the grant program can continue to operate effectively and that effective working relationships can be maintained.

Knowledge of land management instruments, as well as special use permits and other land use agreements, which commonly aid the grantee in acquiring and/or managing land resources, as well as personal property reporting and inventory procedures, in order to monitor progress and achievements of State/Territory acquisition and management projects.

Skill in oral and written communications with a wide diversity of clients in order to express and defend recommendations and decisions to grantees and those seeking grants, to write and interpret guidelines, and to develop and present advice, guidance, and training.

Some positions may require knowledge of, and skill in, the application of effective management, planning, and supervisory techniques to provide support, guidance, and motivation to the Wildlife Branch staff.

Factor 2 – Supervisory Controls

The incumbent works under the general supervision of the Chief, Division of Federal Aid, and is responsible for independently planning and organizing work and developing deadlines to accomplish long-range objectives and meet continuing responsibilities assigned to the position. He/she carries out work independently, determining the approach to use, resolving and reconciling conflicting activity and administrative requirements, and coordinating with others as appropriate. The incumbent is required to interpret policies and regulations independently, considering the objectives of the work assignment. He/she only alerts the supervisor to issues which are potentially controversial or have far-reaching implications. Completed work is considered technically authoritative and is implemented with limited review in terms of achieving expected results. The incumbent is the Regional technical expert and is relied upon by the

supervisor for expertise and accomplishment of program goals. He/she is evaluated based on overall contribution to the accomplishment of the Division's mission.

Factor 3 - Guidelines

Guidelines on grant and program administration are provided in the various grants-in-aid laws and their implementing regulations, Executive Orders, OMB circulars, the Departmental manual and the Federal Aid handbook. The incumbent also refers to a myriad of related Federal laws, regulations, and policies covering requirements regarding nondiscrimination, the environment, historical and cultural preservation, and administration. Additionally, he/she draws upon scientific texts, professional journals, etc. Much of the above guidance is broadly written and does not adequately address the various problems, projects, and circumstances encountered, such as those dealing with sensitive/controversial political, economic, or biological issues. Therefore, the incumbent must provide extensive interpretation and adaptation of these guidelines in the daily administration of the Federal Aid wildlife grant programs, and he/she must develop new guidelines and policies to deal with the novel situations that are encountered. He/she must be especially creative in devising methodology and guidelines for the purpose of assuring that selected approaches, techniques, and proposed project design will accomplish the objectives that are stated in grant project documentation.

Factor 4 - Complexity

The incumbent oversees wildlife-related research and management grant programs in all States/Territories of the Region, and deals with a variety of ecosystems, political entities, cultures, and Federal and State/Territorial laws. The work involves complex problems impacting different wildlife species (including endangered species) and habitat requirements for the various species, on a regional and national basis. The incumbent must discuss conceptual research ideas related to regional and national resource issues with scientists at the doctoral and post-doctorate level. Problems presented are not sharply defined, or they may be in dispute. Therefore, the employee must explore with grantees various issues prior to determining logical solutions. He/she must understand, identify, suggest, and/or negotiate over novel research/study designs, methods, techniques, etc. to reach meaningful grant projects with individuals in a number of occupational fields that are interdisciplinary in nature. Issues of interest or concern may involve statistics, population dynamics, economics, forestry, habitat management, remote sensing technology, water rights, engineering design, land acquisition, surveying, and other disciplines of the life and physical sciences.

The incumbent must make decisions regarding the funding of Federally-assisted State action which may target areas where Federal and State guidance or resource objectives are in opposition. In making these decisions, the various and sometimes conflicting interests and concerns of the public and of special interest groups must also be considered. Moreover, the incumbent, as a Federal representative, has only limited control over State Federally-assisted actions, meaning that the program within each State operates quite independently. These factors require alertness, sound judgement and often prompt action or response to prevent controversy or legal action involving the Service.

Factor 5 - Scope and Effect

The primary responsibility of the incumbent is to effectively and efficiently administer State/Territory programs funded through the various grants-in-aid provisions of the pertinent acts. The Wildlife Restoration Program is a major component of wildlife management in the

U.S. Efficient and effective administration by the incumbent is essential to maintain the high standards of this program and to ensure that grant supported activities are designed to meet the needs of the public for fishery resources now and in the future. The incumbent is directly responsible to the Chief, Division of Federal Aid, for proper allocation and use of tens of millions of dollars annually in Federal grant funds. He/she analyzes a variety of complex grants and issues to monitor, evaluate and provide guidance to the States/Territories regarding proposals and projects. These recommendations are meant to ensure that the grants-in-aid program operates efficiently and is cost-effective in accomplishing National and Regional activity goals. The incumbent's analysis, advice, and guidance is essential to ensuring that grants comply with Congressional intent. The incumbent must assure that the dedicated status of funds and assets is maintained so that a State/Territory does not become ineligible for grants, or become subject to costly reimbursement of funds, replacement of assets and funds, or loss of assets for fish and wildlife conservation purposes.

The incumbent's work has a major impact on relations between the Service and state fish and wildlife agencies. Service programs and priorities are enhanced and working relationships between the Regional Director and State agency directors are improved by the incumbent's effectively developing and maintaining a Federal Aid partnership. Moreover, the decisions and assistance that the incumbent provides to the States/Territories regarding their planning operations can have major, long-range consequences for each agency's fiscal and manpower resources, operations, and fish and wildlife resources and their users. The incumbent's guidance helps to ensure that projects and proposals make their way from the conceptual stage through to completion, while attaining adequate results and avoiding costly false starts. His/her recommendations and decisions have a significant effects on grantees since Federal funds constitute a significant amount of these organizations' total funding. The grants-in-aid programs are critical for the successful operation of multiple resource programs such as wildlife management and conservation, research, etc. in the States/Territories of the Region. Decisions involving endangered wildlife species are particularly sensitive, both biologically and politically. Decisions made can set national precedents for grants-in-aid as the States/Territories are well aware of management practices across Regional boundaries.

Factor 6 - Personal Contacts

Contacts with the State fish and wildlife agencies are with managers at the higher levels (directors, commissioners, bureau chiefs, branch chiefs). University officials such as department heads, professors and associate professors are contacted often. Contacts are also made with State attorney generals, State water commissioners, engineers, and occasionally the State legislators.

Interagency contacts are made at various levels with the Forest Service, Bureau of Land Management, Bureau of Reclamation, National Park Service, Corps of Engineers, military bases, and others.

Frequent contacts are made with the incumbent's counterparts and their staffs in other Regions and with the Program directorate staff in the Washington Office. There is also frequent interchange and consultation with Regional counterparts in other programs.

There are many additional contacts with the public, both individually and by organizations.

Factor 7 - Purpose of Contacts

All contacts have some common purpose, such as to explain the programs and their requirements, to exchange information, to administer the programs consistently, to plan cooperative projects, to inform about program benefits, and to be an advocate for the program.

State/Territory contacts are primarily to: inform of program changes; discuss and develop solutions to problems; advise on fiscal matters such as audit resolutions; suggest and negotiate changes to grant projects; explain and assist with planning; monitor performance and determine program outputs; review project accomplishments and outputs; determine the legality of State/Territory procedures; and advise on compliance issues and basic eligibility. The incumbent must gain the trust and respect of the people he/she contacts at the State/Territory level in order to influence and motivate them since they can be uncooperative and skeptical about accepting the guidance, advice, and information that the incumbent is offering.

Interagency contacts, in addition to the common purposes above, involve State project matters, cooperative agreements, compliance issues, general plans, and interagency coordination.

Contacts within the Service are to explore common problems and solutions, clarify policy, recommend policy changes and needs, achieve consistent administration among Regions, exchange expertise, keep informed, and develop cooperative approaches.

Factor 8 - Physical Demands

The work is mostly sedentary with occasional physical demands, such as hiking over rugged terrain, and travel by boat, commercial aircraft, and automobile, when conducting field visits and reviews of State/Territory projects.

Factor 9 - Work Environment

Work is mostly carried out in an office setting, but there is some outside exposure during on-site reviews. Requires travel during short periods not usually exceeding one-week duration. Travel schedule varies and involves numerous trips per year.